

# BayArea Plan

TO: Administration Committee

DATE: June 5, 2013

FR: Executive Director

W.I. 1611

RE: Purchase Orders – Bay Area Regional Prosperity Plan Project:  
Working Group Co-Chair Stipends (\$140,000)

This memorandum seeks Committee approval for seven \$20,000 stipend payments for a total of \$140,000 in the form of purchase orders to the seven Bay Area Regional Prosperity Plan Project Working Group Co-Chairs' organizations listed below to pay for the co-chairs' time and expenses as described in this memorandum.

<i>Working Group</i>	<i>Co-Chair Organization</i>	<i>Amount</i>
Economic Prosperity Working Group	Christina Canaveral, Coleman Advocates, San Francisco, CA	\$20,000
	Margot Prado, City of Oakland, CA	\$20,000
Housing Working Group	Carlos Romero, Urban Ecology, San Francisco, CA	\$20,000
	James Pappas, California Housing Partnership Corporation, San Francisco, CA	\$20,000
	Kara Douglas, Contra Costa County, Martinez, CA	\$20,000
Equity Collaborative	Jane Martin, POWER, San Francisco, CA	\$20,000
	Gen Fujioka, Chinatown Community Development Center, San Francisco, CA	\$20,000
<b>TOTAL</b>		<b>\$140,000</b>

The Bay Area Regional Prosperity Plan (Prosperity Plan) is a three-year initiative funded by a \$5 million grant to MTC and ABAG from the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Partnership Program. MTC is the fiscal sponsor for the project. The Prosperity Plan will build on local and regional planning efforts such as the FOCUS program and Plan Bay Area.

Consistent with the grant application and approved work plan, MTC and ABAG have formed the following working groups and committees to implement the Prosperity Plan:

- **Economic Prosperity Working Group (EPWG)** – is composed of non-profit and community-based organizations, labor and business groups, and economic development and workforce training agencies. The EPWG will provide oversight on the economic prosperity work plan, direct technical research and analysis, conduct additional outreach, and develop guidelines for pilot projects. The EPWG has three co-chairs, one each from a public agency, non-profit organization and community-based organization.

- **Housing Working Group (HWG)** – is composed of non-profit and community-based organizations, housing authority staff, and tenant rights groups. The HWG will provide oversight on the Housing the Workforce Initiative, advise staff and consultants on technical research and analysis, conduct additional outreach, and develop guidelines for pilot projects. The HWG also has three co-chairs, one each from a public agency, non-profit organization and community-based organization.
- **Equity Collaborative (EC)** – is composed of non-profit and community-based organizations that serve under-represented and disadvantaged communities in the region. The EC will coordinate outreach, engagement and capacity-building activities that complement the work of the other two working groups. The EC has two co-chairs, one each from a non-profit organization and community-based organization.
- **Plan Steering Committee** – is composed of MTC Commissioners, ABAG Board members, community-based organizations, philanthropic organizations, and co-chairs of the three working groups. The Committee will provide oversight on the overall project, develop recommendations on sub-grants and pilot projects for approval by MTC, oversee an extensive community engagement process, and explore future funding opportunities.
- **Joint Projects Team (JPT)** – is composed of co-chairs of the three working group along with MTC and ABAG staff. The JPT will manage the work plans, ensure coordination between the three working groups, develop materials for the Steering Committee, oversee the Fair Housing and Equity Assessment work, and develop funding solicitations for pilot projects.

The stipends will be used to cover time and direct expenses associated with Working Group co-chairs' duties. Per the HUD grant, each co-chair's organization will be eligible to receive up to \$20,000 per year depending on how many co-chairs request stipends in each of the three years.

Working Group co-chairs for the first year of the project (March 2012 to February 2013) were identified in the HUD grant application. Working Group co-chairs for the second year, as listed in the table above, were selected through a competitive process by the Joint Projects Team. Working Group co-chairs will rotate annually, with staggered terms as indicated in the attached Requests for Committee Approvals. To support and encourage the participation of public agencies as well as non-profit (NPO) and community-based organizations (CBO) in the process, the Prosperity Plan budget includes a total of \$480,000 in stipends over three years for Working Group co-chairs.

### **Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designee to issue purchase orders in the amount of \$20,000 each for the stipend payments to the seven organizations listed above and in the attached Requests for Committee Approval, for a total of \$140,000, consistent with the work plan and budget approved by HUD.

  
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 Steve Heminger

VS:SH

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Coleman Advocates, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To pay the Working Group co-chair for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan work plan and manage the Working Group process.

Brief Scope of Work: Co-Chair will manage monthly Working Group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term (June 2013 to May 2014).

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period; funds for the purchase order are included in the current MTC operating budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Coleman Advocates for Christina Canaveral to serve as the co-chair for the Economic Prosperity Working Group, as described above and in the Executive Director's June 5, 2013, memorandum, and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: City of Oakland, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To pay the Working Group co-chair for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan work plan and manage the Working Group process.

Brief Scope of Work: Co-Chair will manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term (August 2013 to June 2014).

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period; funds for the purchase order are included in the current MTC operating budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to City of Oakland for Margot Prado to serve as the co-chair for the Economic Prosperity Working Group, as described above and in the Executive Director's June 5, 2013 memorandum, and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for purchase order.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Urban Ecology, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To pay the Working Group co-chair for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan work plan and manage the Working Group process.

Brief Scope of Work: Co-Chair will manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term (April 2013 to April 2014).

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period; funds for the purchase order are included in the current MTC operating budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Urban Ecology for Carlos Romero to serve as the co-chair for the Housing Working Group, as described above and in the Executive Director's June 5, 2013 memorandum, and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Community Housing Partnership Corporation, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To pay the Working Group co-chair for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan work plan and manage the Working Group process.

Brief Scope of Work: Co-Chair will manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term (June 2013 to May 2014).

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period; funds for the purchase order are included in the current MTC operating budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Community Housing Partnership Corporation for James Pappas to serve as the co-chair for the Housing Working Group, as described above and in the Executive Director's June 5, 2013 memorandum, and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Contra Costa County, Martinez, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To pay the Working Group co-chair for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan work plan and manage the Working Group process.

Brief Scope of Work: Co-Chair will manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term (August 2013 to June 2014).

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period; funds for the purchase order are included in the current MTC operating budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to Contra Costa County for Kara Douglas to serve as the co-chair for the Housing Working Group, as described above and in the Executive Director's June 5, 2013 memorandum, and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: People Organized to Win Employment Rights, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To pay the Working Group co-chair for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan work plan and manage the Working Group process.

Brief Scope of Work: Co-Chair will manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term (June 2013 to May 2014).

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period; funds for the purchase order are included in the current MTC operating budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order to People Organized to Win Employment Rights for Jane Martin to serve as the co-chair for the Equity Collaborative, as described above and in the Executive Director's June 5, 2013 memorandum, and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1611

Organization: Chinatown Community Development Center, San Francisco, CA

Work Title: Regional Prosperity Plan: Working Group Co-Chair Stipends

Purpose of Agreement: To pay the Working Group co-chair for time and expenses incurred in connection with assisting MTC and ABAG with implementation of the Prosperity Plan work plan and manage the Working Group process.

Brief Scope of Work: Co-Chair will manage monthly working group meetings; participate in bi-weekly Joint Projects Team meetings; participate in bi-monthly Steering Committee meetings; support outreach and engagement activities of the project; and provide technical input and feedback on all key deliverables for the project.

Cost Not to Exceed: \$20,000 for one year term (February 2013 to April 2014).

Funding Source: US Department of Housing and Urban Development Bay Area Regional Prosperity Plan Grant

Fiscal Impact: A total of \$480,000 is included in the project budget for co-chair stipends over the three year grant period; funds for the purchase order are included in the current MTC operating budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and issue a purchase order with Chinatown Community Development Center for Gen Fujioka to serve as the co-chair for the Equity Collaborative, as described above and in the Executive Director's June 5, 2013 memorandum, and the Chief Financial Officer is authorized to set aside funds not to exceed \$20,000 for such purchase order.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013